



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

October 20, 2014

Ronda Anderson
1221 Baldwin
Harlan, IA 51537

Dear Child Care Provider,

This letter is in regards to the October 15, 2014 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home.

The following areas were out of compliance at the time of my visit:

110.5(1)a Has a non-pay working telephone. A cell phone cannot be the primary phone. *Provider has a house phone but reports the phone does not work. Provider has a cell phone but the number listed with registration is the house phone which is not working. Provider needs to contact Central Office to update phone number in personal file.*

110.5(1)a Numbers for police, fire, ambulance, poison information posted by phone. *These are posted by a house phone in a back room in the back of the house. The area is very cluttered and provider had to dig under papers to locate phone handset. Provider was encouraged to move emergency numbers to more prominent area where others could access numbers in the event of emergency.*

110.5(1)a Numbers for each child's parent, physician, and a responsible person are accessible by the phone. *These are posted by a house phone in a back room in the back of the house. The area is very cluttered and provider had to dig under papers to locate phone handset. Provider was encouraged to move emergency numbers to more prominent area where others could access numbers in the event of emergency.*

☐ 110.5(1)b All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child. *Medicines are in kitchen cupboard which is accessible to children. Provider needs to lock up medicines in the kitchen area.*

☐ 110.5(1)c The first-aid kit is sufficient to address first aid related to minor injury or trauma and stored in an area not accessible to children. *Provider will need to replenish first aid kit.*

☐ 110.5(1)j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits. *Provider has these posted by the front door and side door leading outside. The sign posted by the front door is sun worn and very faded. Provider needs to update this form.*

110.5(1)k Fire and tornado drills are practiced monthly and documentation kept. *Provider documented to Augsut 2014 but missed last month. DHS field staff encouraged provider to remember to document these monthly.*

110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes. *Provider documented to Augsut 2014 but missed last month. DHS field staff encouraged provider to remember to document these monthly.*

☐ 110.5(1)o Nonsmoking signs posted at every entrance of the home and in every vehicle used to transport children. Signs include telephone # for reporting complaints, and www.iowasmokefreeair.gov. *Provider has posted by front door but not on the back door. Provider will need to post by back door as well.*

110.5(1)q All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites. *Provider was encouraged to use the new Vet Exam form for next exam. This form can be found on CCRR website, <http://www.iowaccrr.org/>*

110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years. *Provider's husband moved into the home in June 2014 and does not have a physical on file.*

110.5(2)b Certificates or training verification documentation for:

☐ 110.5(2)b Certification by an approved trainer/organization in infant and child first-aid that includes mouth-to-mouth resuscitation. Certification will be maintained throughout period of registration. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR. *Provider's CPR/First Aid card expired in March 2012. Provider reports she has an updated card but was unable to locate it for DHS field staff. Provider will need to mail verification of CPR/First Aid to DHS field staff by November 30, 2014. Failure to do so may result in revocation of registration.*

110.5(3) Activity Program.

☐ 110.5(3)e All play equipment and materials are in a safe condition, for both indoor and outdoor activities. *Provider was using a pack and play for a 13 month old child that did not have the bottom piece (secure base for sleeping). During compliance check, DHS field staff observed the 13 month old sleeping in the pack and play and it was filled with blankets, pillows, etc. Child was sleeping on his stomach. This is not safe. Provider recently had SIDS death in her home and stated she was waiting for local authorities to release the mat back to her from the pack and play. DHS field staff encouraged provider to obtain a new pack and play for infants to sleep in. DHS field staff had provider move child from the pack and play and asked her to not continue to use it. Reviewed safe sleeping with provider.*

110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. *Provider has 10 children enrolled and 8 children were present during compliance check. Provider needs to all forms in each child's files yearly.*

Each file contains:

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually. *5 of the 10 children enrolled were missing this form in their files. Provider reported she was confused as to when a child is considered school-age and thought pre-school counted. DHS field staff taught policy to provider. Provider will obtain physicals for 5 children.*

110.9(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "B"

☐ 110.9(1)a Not more than six preschool children present at any one time including infants. *Provider had 8 preschool children present and due to not documenting part time children is considered over numbers. Provider was encouraged to document part time hours to ensure she is not over numbers.*

110.9(1)b Of these six children, not more than four children who are 24 months of age or younger are present at any one time.

110.9(1)b Of the four children under 24 months of age, no more than three may be 18 months of age or younger.

110.9(1)c Not more than four additional school-age children.

☐ 110.9(1)d Not more than two children who are receiving care on a part-time basis at any one time. *Provider had 8 preschool children present and due to not documenting part time children is considered over numbers. Provider was encouraged to document part time hours to ensure she is not over numbers.*

110.9(1)e Not more than 12 children present when the emergency school closing exception is in effect.

110.9(1)f When more than 8 children are present for more than two hours, a DHS-approved assistant at least 14 years old is present.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☒ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all

Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.

Please sign and date below, and return this form in the provided envelope by: November 30, 2014.

X _____
Signature Date

Please do not hesitate to contact me at DHS at (712) 328 - 5713 if you have any questions regarding this letter.

Sincerely,



Social Worker II



Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-800-945-9778 .

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).